

CONFIDENTIAL

TO: Acting Director, Central Intelligence Agency
(Through: Assistant Director, Special Operations)

Reference is made to the memorandum of 11 October 1948 for ADSO
from the Acting Director designating [REDACTED] as Signal Property
Accountable Officer.

The writer respectfully advises that he can assume accountability
only when the following is accomplished:

- (1) A memorandum receipt for materiel inventoried and a procedure instituted requiring subsequent receipts to be signed by Responsible Officer or Officers having physical possession and authority over personnel handling materiel; or, place the full authority for personnel, space, and movement of apparatus with the Accountable Officer.
- (2) Information as to chain of command, salary, T/O, and division to which this account is assigned. (Notification reached this writer through ADSO yet a verbal commitment was communicated through the Chief of Services Branch)
- (3) A written outline of duties and basic procedures delegating responsibility for stock control, authority for obsolescence scrapping, requisition editing, and liaison between requisition activity, Storage and Issue, and Procurement.

cc: Assistant Director for Special Operations
Executive for Administration and Management ✓

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